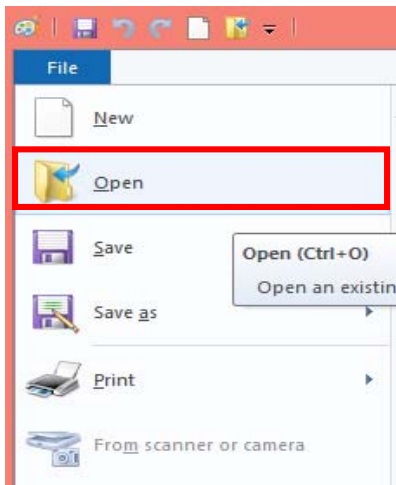
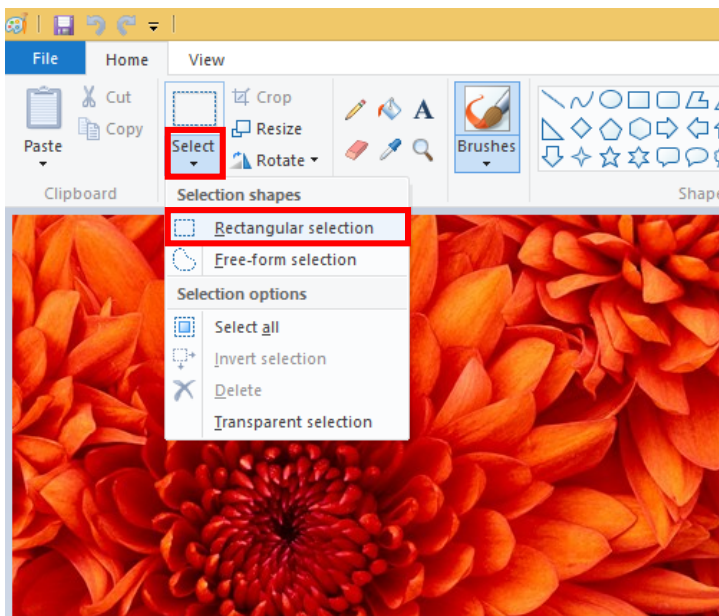


How to crop and re-size as per specification?

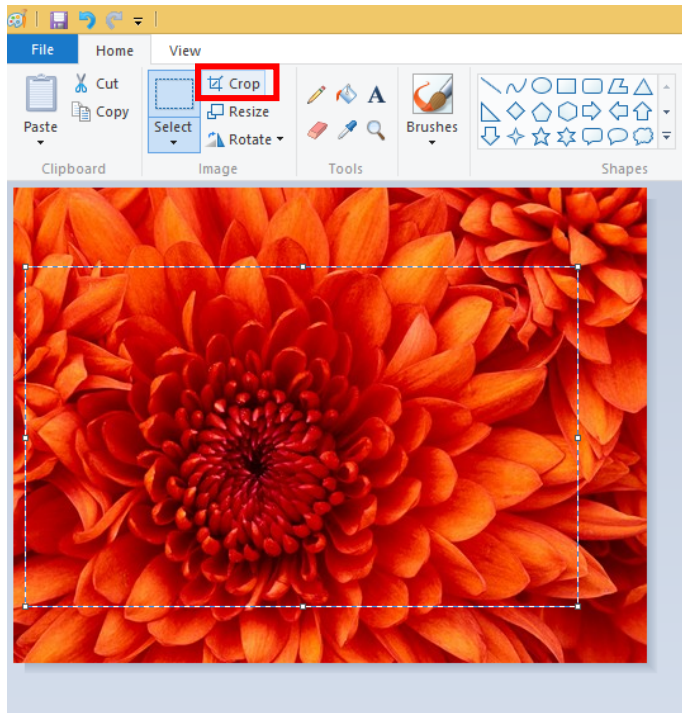
1. Go to MS paint program.
2. Open the document to be resized by clicking **File >> Open**.



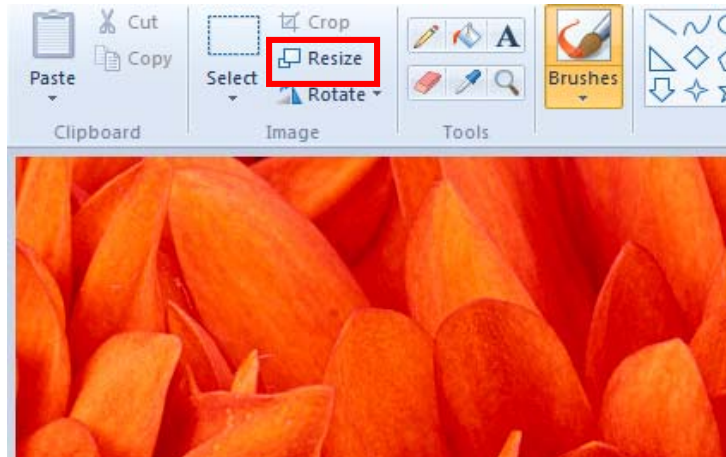
3. If u wish to **Crop** the image, click ▼ beneath 'Select' and choose Rectangular selection.
[Use crop option to trim the picture]



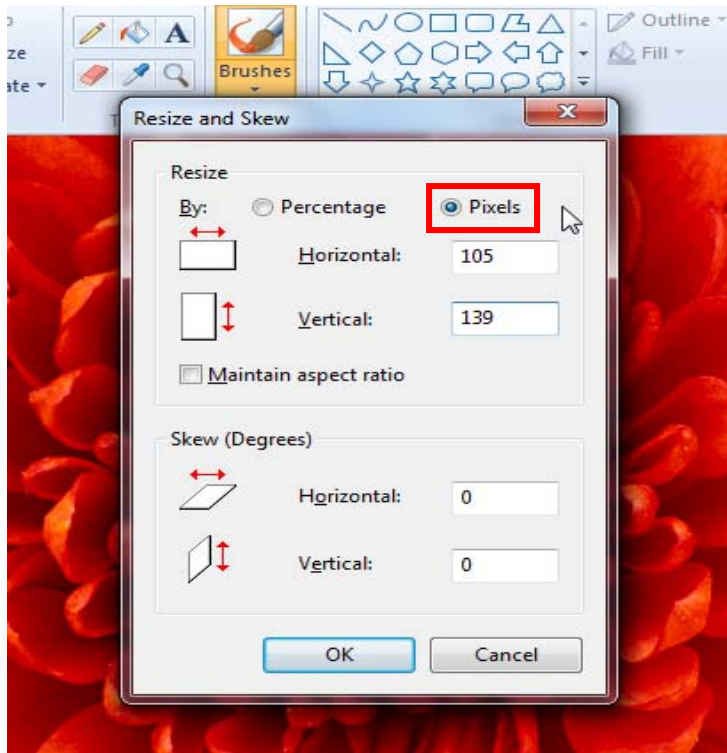
4. Click and drag over the image. Select the area you want to crop and click 'Crop'.



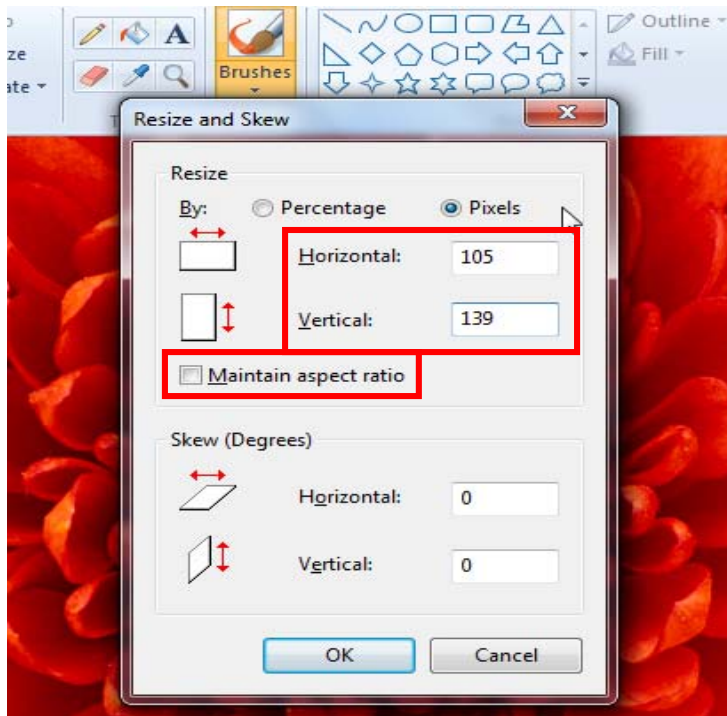
5. Now, click **Resize**



6. Make sure **Pixels** is selected as shown below



7. Enter the Width and Height in Horizontal and Vertical column respectively. Make sure **“Maintain aspect ratio”** is unchecked to convert your images to you desired pixels.



8. Click **OK** to save changes to the image.
9. Save the file as JPEG picture.

